

**CLEMSON UNIVERSITY  
CLASSIFIED STAFF SENATE**

November 8, 2005, 10:00 AM  
Tillman Hall Auditorium

**Present:** Ron Addis, Chris Behrens, Teresa Blanding, Lynn Boiter, Gail Bryson, Deanna Burns, Linda Cocke, Richard Cowan, David Crockett, Glenda Dickson, Karon Donald, Mike Edwards, Barbara Emkin, Lynn Fowler, Gary Gaulin, Sally Glenn, Dexter Hawkins, Buddy Hood, Naomi Kelly, Marty King, Phil Landreth, Al Littlejohn, Cindy Long, Julia McBride, Cindy Owens, Jenny Peay, Michelle Piekutowski, Susan Pope, Dan Schmiedt, Bill Shivar, Wanda Smith, Chris Sober, Marlene Ventura

**Absent:** Lydia Arneson, Deborah Cantrell, Keith Chapman, Brad Goff, Billie Jones, Linda Kanaley, Judy Link, Gary Pye, Steve Shiflet

**Guests:** James Barker, Betsy Clements, Travis Cleveland, D. Fennel, Doris Helms, Teri Garrett, Frank Gentry, Shelby Henderson, Ami Hood, Milly Howard, Wendy Howard, Kristina Jurecek, Angie Keaton, Susan McGhee, Harriet Murphy, Lawrence Nichols, Mike Parker, Sandra Parker, Joyce Peebles, Pat Powell, Linda Rice, Cindy Roper, Yvonne Scott, Brenda Smith, Don Smith

President Richard Cowan called the meeting to order at 10:03AM.

**1. Guest Speakers:**

James F. Barker, FAIA, Clemson University President and Dr. Doris R. Helms, Vice President for Academic Affairs and Provost were invited to address the Senate on the status of the staff ombudsman position and RoadmapII. President Barker began by thanking the Senate for giving them the opportunity to speak with the group. He stated that "there is not a president or a provost in the country that gets to work with a better group of people than our staff here at Clemson." They know this because of their affiliation with different organizations in the ACC and around the country. They recognize that the staff at Clemson excels in commitment, creativity and energy. Those are the qualities that have allowed us to improve in just about every academic aspect.

President Barker was pleased to announce that the position of staff ombudsman was well on its way to becoming a reality. The administration recognizes the important role an ombudsman plays in fostering an environment for increased morale and collaboration between individuals.

Issues:

- 1) Funding - Each VP or member of Administrative Council will fund the full time position of staff ombudsman and any needed support staff based on their percentage of total staff. This allocation will include funds for development costs.
- 2) Location - The other ombudsman positions on campus are located in the Clemson House. This location is preferred for the new staff ombudsman because of the privacy and independence of the location, the possibility of shared support staff, and potential mentoring opportunities.
- 3) Search / Evaluation - A search committee will be formed to draft a job description, post position advertisements, and interview candidates. The goal is to have the job description completed prior to the holiday break, and the position posting/advertisement completed in January of 2006. Once the position is established, it will report to a CSS oversight committee. President Barker recommended utilizing the Faculty Senate. The Faculty Senate already has policies and procedures in place for the supervision and evaluation of the faculty ombudsman.

President Barker spoke at length about Roadmap II. Roadmap II has the same aggressive strategy that was seen in Roadmap I. The new plan does have funds allocated for faculty and staff performance raises. Faculty and staff are considered as one in this document.

The future of Roadmap II is in jeopardy because of proposed tuition caps on public colleges and universities by members of the South Carolina State Legislature. The state currently only funds 23 percent of Clemson's annual budget. If tuition caps are instituted, academic interest would remain top priority, and cuts would occur in units other than academic.

Several questions were asked on the subject of salary inequities across campus. Provost Helms referred to a study that was recently done for faculty. Differences occurred because of education, experience, longevity and performance. Once individuals were identified as being below the fair compensation amount for their field, steps were taken to bring that individual up to the appropriate compensation level. Provost Helms recommended that staff take necessary measures to have their own fair compensation study done across campus.

Provost Helms remarked that a clearer picture of the staff in 2005 needs to be conveyed to the administration. She stated that the Board of Trustees may not be aware of how diverse the group has become over the past few years. At one time, most of the staff was recruited locally, so staff positions didn't receive regional or national market compensation. A question for the CSS is how to market the staff to the University.

2. **Approval of Minutes:** Dan Schmiedt made a motion to approve the minutes from the September 13, 2005 and October 11, 2005 Classified Staff Senate meetings. Al Littlejohn seconded the motion, and the vote was unanimous.

3. **Open Commentary**

4. **Announcements from the President**

- A. **Academic Council**, Richard Cowan. Has not met.
- B. **Administrative Council**, Lawrence Nichols. No report.
- C. **Board of Trustees**, Richard Cowan. The meeting was held in Clemson on October 20-21, 2005.
- D. **Governmental Affairs**, Lynn Boiter. No report.
- E. **President's Cabinet**, Richard Cowan. Has not met.
- F. **Other:**

- 1) **Human Resources**, Lawrence Nichols. The Benefits Fair was a success. Nearly 1200 faculty and staff attended.

5. **Treasurer's Report**, Michelle Piekutowski. Monies remaining in the E&G are \$3,649.91 in OTHER and \$419.66 in TRAVEL. To date, \$4,835.06 is left from bills processed in the Vending Account. In Fund 49, there is a balance of \$5,097.92 with one outstanding bill from the Mystery Dinner and one from late golf course fees and will then has a balance of \$3,563.83. The principle only for the endowment is \$185,318.08. The FY 05 official amount will be given when the report is received. There is a balance of \$11,996.28 in the Annual Fund. Dan Schmiedt made a motion to approve the report as read. Dexter Hawkins seconded the motion, and the vote was unanimous.

6. **Committee Reports**

- A. **Standing Committees**

- 1) **Activities**, Julia McBride/Gary Pye. The "Christmas Wishes" toy drive donation boxes will appear on campus beginning on November 14, 2005. The toy donation deadline is December 12, 2005. The flyer was emailed to all CSS representatives. One person suggested adding room numbers to the flyer for selected drop off locations. Lynn Boiter will email the flyer to the group when the necessary corrections are completed.
- 2) **Communications**, David Crockett. No report.
- 3) **Membership**, Chris Sober. The committee is continuing to work on ideas for a membership drive. We expect to have 20 vacancies next year. If you know of anyone who may be interested in serving as senator please let us know. We will take nominations in January for vacant positions and elections will be held in February.

- 4) **Policy and Welfare**, Dan Schmiedt. Two issues currently under discussion are possible CSS representation of unclassified staff and recommendations on improving staff benefits.
- 5) **Scholarship**, Jenny Peay.

**B. University Committees**

- 1) **Accident Review Board**, Chris Behrens. Met on October 13, 2005.
- 2) **Alcohol & Other Drugs Task Force**, Gary Pye. No report.
- 3) **Athletic Council**, Ron Addis. 1) Applications are now being accepted to fill the position of Faculty Athletics Representative that will be vacated by Cecil Huey. With the Athletic Director, that person represents Clemson University as its athletic spokesman and is the University's representative to the NCAA and the ACC. 2) Athletic Director Terry Don Phillips reported that he is encouraged by the direction that the football program is taking despite a number of losses this season. Renovations are being made to the Jervey and McFadden Buildings to accommodate Olympic sports programs when the football offices move to West Zone. IPTAY report indicates that there are currently 21,906 IPTAY donors - more than 50% contribute \$140 or less per year.
- 4) **Bookstore Advisory**, Cindy Long. The store is hosting a Faculty Staff Appreciation event on December 9, 2005 in which faculty and staff will receive a 20% discount on purchases.
- 5) **Faculty Senate Budget Accountability**, Richard Cowan. No report.
- 6) **CATS**, Robbie Nicholson. On Thursday, Oct. 27, the Clemson Area Transit showed support of United Way of Pickens County by giving passengers the opportunity to make donations while riding the bus. All Cat buses had change boxes on board so passengers could throw in their change for a good cause. Andy Westbrook, 2005 United Way campaign chair said, "The theme of this special one-day event "Your change....can change lives" couldn't have been more appropriate because donations of any size can make a big impact here in our community". The campaign goal for United Way of Pickens County this year is \$700,000. Clemson Area Transit Director Al Babinicz hopes the CAT fundraiser will help reach this goal. Clemson Area Transit (CAT) gave up a seat in honor of Rosa Parks on Thursday, November 3, 2005. The first seat on each CAT bus was reserved in remembrance Rosa Parks, the mother of the Civil Rights Movement, who passed away at the age of 92 on Monday, October 24, 2005. We never want to forget how far we have come with equal rights in all aspects of life, including public transportation, said Executive Director Al Babinicz. The Clemson Area Transit Systems tribute was set to coincide with other planned memorial service.
- 7) **Campus Master Plan Task Force**, Al Littlejohn. No report.
- 8) **Clemson University Environmental**, Chris Sober. The committee met on October 19. The committee heard a presentation by Ryan Perkl on the CU Environmental Audit. The Litter Free Campus Resolution received a second reading. A representative for Students for Environmental Awareness reported on their efforts for the recycling program after home football games.
- 9) **Clemson University Foundation Board**, Richard Cowan. Met last week.
- 10) **Council on Community & Diversity**, Terri Vaughan. No report.
- 11) **Human Resources Advisory**, Julia McBride. Has not met.
- 12) **Joint City/University**, Deborah Cantrell. No report.
- 13) **Library Advisory**, Karon Donald. Has not met.
- 14) **Parking Advisory**, Dan Schiemdt. Has not met.
- 15) **President's Commission on the Status of Black Faculty & Staff**, Sandra Parker. The regular meeting was held on November 8, 2005. The Commission discussed the results of participation at the Benefits Fair. Attendance was good, and the feedback was positive. The Commission brochure has been updated and is available for distribution. Commission subcommittees are finalizing projects that will be presented at the Commission retreat in December.

- 16) **President's Commission on the Status of Women**, Chris Sober. The Commission met on October 28. Planning is continuing for booths, speakers and seminars for the Health Forum on February 24, 2006.
- 17) **Recreation Advisory**, Dexter Hawkins. Has not met.
- 18) **South Carolina State Employees Association**, Julia McBride. Margaret West from Columbia represented the Association at the Benefits Fair booth. She got four new applicants that day as well as several more who took applications with them and she hopes they will sign up at a later date. The Annual Legislative BBQ will be on Monday, December 5, 2005, 6:00 p.m., Just More BBQ. Please contact Julia McBride (656-3941; mcbride@clermson.edu) for tickets. The ticket price is \$6.00 in advance, or \$8.00 at the door. Broadus Jamerson will be speaking on SCSEA matters and the 2006 legislative agenda. Delegates from the Anderson, Oconee and Pickens Offices will also be in attendance.
- 19) **Student Conduct Code Review Committee**, Deborah Cantrell and Phil Landreth. Has not met.

## 7. Unfinished Business

- A. **Staff Ombudsman** - The CSS Executive Committee will discuss President Barker and Provost Helm's comments regarding the ombudsman position at length at the November 29, 2005 meeting.

### B. Search Committees:

1. **Dean, College of Business and Behavioral Sciences**, Pris Foster. The CBBS Dean Search Committee has received 29 official applications for the position of Dean. Administrative support is collecting data for Access & Equity's Applicant Information Tracking Sheet. Each committee member is reviewing applicant documents and the group will have its first meeting to discuss the candidates in early December.
2. **Dean, College of Agriculture, Forestry, and Life Sciences**, Dexter Hawkins. The committee continues to meet weekly to review progress on search for the dean. Advertising has been placed in various publications and web sites. Members of the committee have submitted names for contact as possible candidates.
3. **Dean, College of Health, Education and Human Development** - No report.
4. **Vice Provost for the Div of Computing and Information Technology**, Barbara Bergman.
5. **Dean, College of Engineering and Science**, Phil Landreth. Applications are currently being reviewed. Plans are to start candidate interviews in December.
6. **Dean of Libraries**, Joyce Peebles. No report.
7. **Vice President for Student Affairs**, Geary Robinson. No report.

## 8. New Business

9. **Announcements** - Candidates for Vice President for Student Affairs will be on campus this week. Meetings will be held in the Student Senate Chambers.
10. **Adjournment**: Bill Shivar made a motion to adjourn. Al Littlejohn seconded the motion, and the vote was unanimous. There being no further business, the meeting adjourned.

**Next Meeting:** Tuesday, December 13, 2005, 10:00 AM, Bellamy Theatre, Brooks Center

Guest Speaker: Lillian Harder, Director, Brooks Center for the Performing Arts